

## Army Acquisition Corps Membership Requests **(Tentative Select)**

1. For organizations that tentatively select individuals (non-acquisition workforce employee or contractor) to occupy Critical Acquisition Positions who have not obtained Acquisition Corps membership, the servicing Civilian Personnel Office or selecting organization must submit an Army Acquisition Corps Membership request via a Help Ticket Request through CAMP (link provided below) to the Workforce Management Division (WMD) office to determine if they meet all requirements for Corps membership.
  - a) The requirements for Army Acquisition Corps membership are as follows:
    - 1) At least a GS-13 or broadband equivalent
    - 2) Level II certified in any Army Acquisition Career field
    - 3) 4 years of acquisition experience
    - 4) Bachelor Degree
    - 5) 24 semester hours in business discipline or 24 semester hours in technical career field/12 semester hours in business discipline
  - b) A complete tentative select Acquisition Corps membership request package must contain the following documents:
    - 1) Tentative Selection Letter and Critical Acquisition Position Service Agreement (DD Form 2888)
    - 2) Tentative selectee resume, college transcripts, ACRB, and DAU transcripts or completed courses for certification
    - 3) Position Description and Job Announcement
2. The WMD office will review the package. If the selectee meets all the requirements for Acquisition Corps membership, the Corps membership letter and DoD Acquisition Corps – Certificate of Admission (DD Form 2587) will be forwarded to Originating POC. If the selectee does not meet all the requirements for Acquisition Corps membership, an AAC membership denial will be generated and forwarded to the Originating POC. The tentative selectee must be an Acquisition Corps member or be granted a waiver by the Deputy Director, Acquisition Career Management to occupy a critical acquisition position.

<http://asc.army.mil>